



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

Use this appendix for drills, exercises, and real emergencies. Document all actions taken.

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STUDENT CARE: TEACHER RESPONSIBILITIES

PERSONNEL:

All teachers and substitute teachers

RESPONSIBILITIES:

General:

- Assess the situation and remain calm.
- If the ground is shaking or wind is blowing to the point that glass breakage or other damage to the school poses a risk to students, lead **“duck, cover, and hold on.”**
- Calm, direct, and give aid to students. Assist seriously injured students if possible.

Lockdown or Shelter in Place:

- If gunfire or explosions are heard, get everyone to lie flat on the floor.
- If shelter in place is activated, follow procedures as described in your school’s plan. (Note: These procedures should be in your classroom “Go Kit” as well.)

Evacuation:

- Check with your buddy teacher and assist as necessary.
- Take classroom Go Kit, emergency cards, and roll book.
- Evacuate to emergency assembly area:
 - ◆ Check with your buddy teacher and assist or, if necessary, evacuate both classes together.
 - ◆ Use the safest route; stay alert for hazards; move quickly and quietly.
 - ◆ Close the classroom door, but leave it unlocked for search and rescue access.

Assembly Area:

- Instruct the students to sit on the grass or blacktop.
- Take attendance and complete a Student Accounting Form.
- One of each pair of buddy teachers must take the accounting forms to documentation and reports (at the Command Post).



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STUDENT CARE: TEACHER RESPONSIBILITIES (CONTINUED)

RESPONSIBILITIES (CONTINUED)	Remaining Supervising Teacher: <ul style="list-style-type: none">▪ Supervise and reassure students.▪ Administer first aid as necessary, or send the student(s) to the First Aid area with his/her emergency card.▪ Fill out a Notice of First Aid Care form if first aid is given. Retain one copy; attach the other to the emergency card.▪ Locate each student's emergency card.▪ Keep a record of the location of all students at all times, using the Student Accounting Form.▪ Be alert for latent signs of injury/shock in <i>all</i> students. Student Release: <ul style="list-style-type: none">▪ Student runners will bring a form requesting the student.▪ Note that the student has left on the Student Accounting Form.▪ Send the emergency card and any first aid forms with the student.▪ The student will accompany the runner to the release area.▪ If a parent demands the child, breaking release procedure, make an appropriate notation describing the incident on the emergency card and store it in the Classroom Kit. Avoid confrontations.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Class lists▪ Student Information Sheets or Emergency Cards▪ First Aid Kit and Classroom Kit (if available)▪ Forms:<ul style="list-style-type: none">◆ Student Accounting Form◆ Notice of First Aid Care▪ Clipboard▪ Pen or pencil



SUPPORT STAFF RESPONSIBILITIES

PERSONNEL:

Librarian	Guidance Counselors
Cafeteria Workers	Maintenance Workers
RSP	Day Care Providers
SDC	ROP
Classroom Aides	Curriculum Specialist
School Volunteers	Deans
Resource Teachers	Custodians

RESPONSIBILITIES:

- Follow standard safety procedures.
- **If remaining with the students, follow Classroom Teacher Responsibility guidelines.**
- Check in at the Command Post for assignment.
- Report any known injuries or damage.
- Use safety equipment and follow directions.



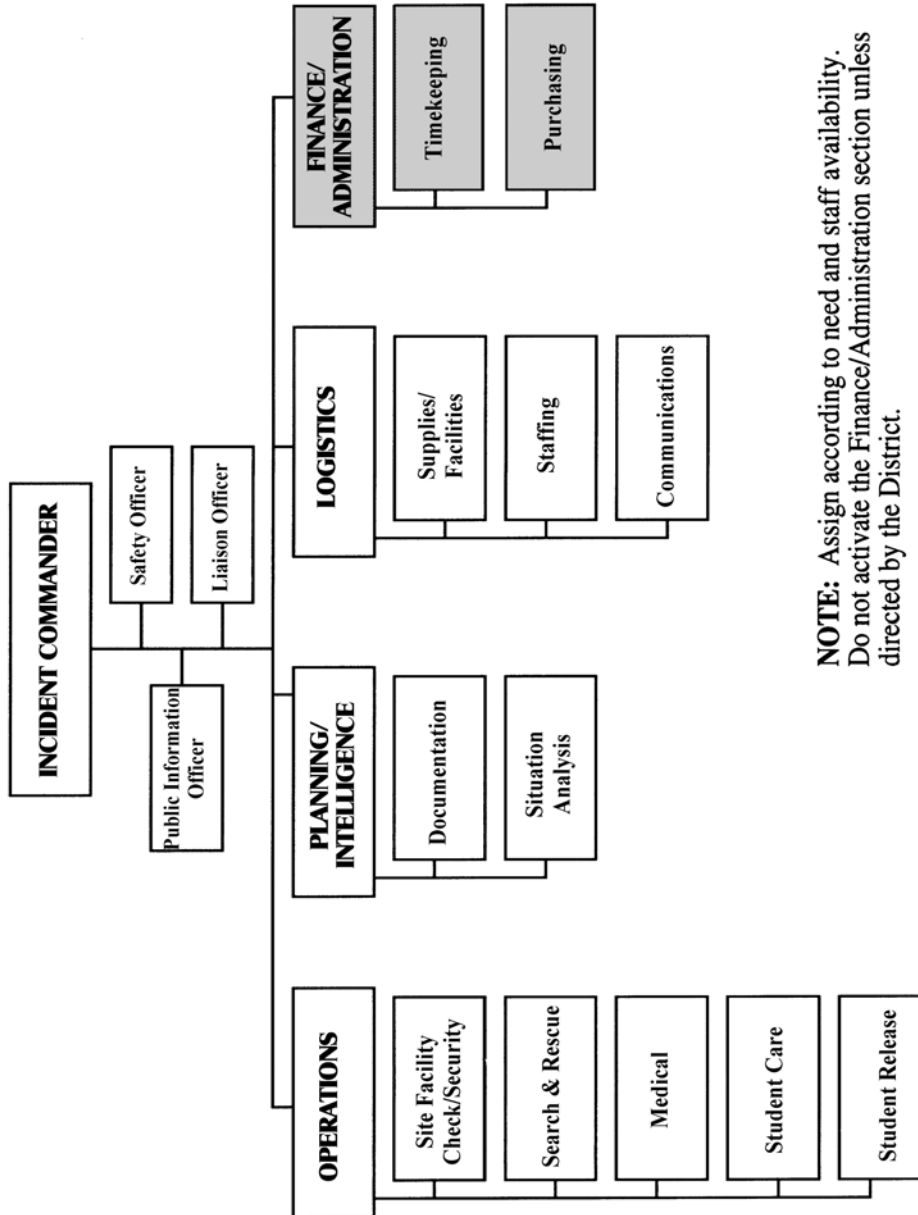
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STUDENT SUPPORT TEAMS (OPTIONAL)

PERSONNEL:	Pre-selected students inserviced on emergency procedures and with parental permission may assist in support roles. Students should never be placed in hazardous or potentially traumatic situations or unsupervised positions responsible for the safety of others.
RESPONSIBILITIES:	<ul style="list-style-type: none">▪ Report to classroom location for roll call.▪ <i>After</i> roll is taken, check in at the Command Post for assignment. <p>Possible assignments may include:</p> <ul style="list-style-type: none">▪ Serving as runners for student release or delivery of written information to or from the Command Post.▪ Assisting in the set up of student release and other response locations.▪ Assisting the Student Care Director by delivering or assembling equipment (e.g., portable toilets and enclosures), distributing water, or acting as information runners.▪ Assisting in recreational activities for students.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Orange safety vest (if available)▪ Others issued as necessary



INCIDENT COMMAND SYSTEM ORGANIZATION CHART



NOTE: Assign according to need and staff availability.
Do not activate the Finance/Administration section unless directed by the District.

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COMMAND SECTION: INCIDENT COMMANDER

RESPONSIBILITIES:

The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations.

Ensure the safety of students, staff, and others on campus. Lead by example: your behavior sets tone for staff and students.

START-UP ACTIONS

- Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet).
- Assess the type and scope of emergency.
- Determine the threat to human life and structures.
- Implement the emergency plan and hazard-specific procedures.
- Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.
- Activate functions and assign positions as needed.
- Fill in the Incident Assignments form.
- Appoint a backup or alternate Incident Commander (as described in the emergency plan).



COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)

ONGOING OPERATIONAL DUTIES:

- Continue to monitor and assess the total school situation:
 - ◆ View the site map periodically for search and rescue progress and damage assessment information.
 - ◆ Check with chiefs for periodic updates.
 - ◆ Reassign personnel as needed.
- Report (through Communications) to the school district on the status of students, staff, and facility, as needed (Site Status Report).
- Develop and communicate revised incident action plans as needed.
- Begin student release when appropriate.
- ☞ NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the superintendent, except at the request of parent/guardian.
- Authorize the release of information.
- Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers. Take care of your caregivers!
- Release teachers as appropriate and per district guidelines. (By law, during a disaster, teachers become disaster workers.)
- Remain on and in charge of your campus until redirected or released by the superintendent.



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ Authorize deactivation of sections, branches, or units when they are no longer required.▪ At the direction of the Superintendent, deactivate the entire emergency response. If the fire department or other outside agency calls an “all clear,” contact the district before taking any further action.▪ Ensure that any open actions not yet completed will be taken care of after deactivation.▪ Ensure the return of all equipment and reusable supplies to Logistics.▪ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.▪ Announce the termination of the emergency and proceed with recovery operations if necessary.
COMMAND POST EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Campus map▪ Master keys▪ Staff and student rosters▪ Disaster response forms▪ Emergency plan▪ Duplicate rosters (two sets)▪ Tables and chairs (if Command Post is outdoors)▪ Vests (if available)▪ Job description clipboards▪ Command Post tray (pens, etc.)▪ School district radio▪ Campus two-way radios▪ AM/FM radio (battery)▪ Bullhorn



COMMAND SECTION: SAFETY OFFICER

RESPONSIBILITIES:	The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Incident Commander for a situation briefing. ▪ Obtain necessary equipment and supplies from Logistics. ▪ Put on a position identifier, such as a vest, if available. ▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document: <ul style="list-style-type: none"> ◆ Messages received. ◆ Action taken. ◆ Decision justification and documentation. ◆ Requests filled.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Monitor drills, exercises, and emergency response activities for safety. ▪ Identify and mitigate safety hazards and situations. ▪ Stop or modify all unsafe operations. ▪ Ensure that responders use appropriate safety equipment. ▪ Think ahead and anticipate situations and problems before they occur. ▪ Anticipate situation changes, such as cascading events, in all planning. ▪ Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ When authorized by the Incident Commander, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit. ▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Vest or position identifier, if available ▪ Hard hat, if available ▪ Clipboard, paper, pens ▪ Two-way radio, if available



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COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO)

PERSONNEL:	Available staff with assistance from available volunteers
POLICY:	<p>The public has the right and need to know important information related to an emergency/disaster at the school site <i>as soon as it is available.</i></p> <p>The PIO acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he/she will be the official spokesperson. A school site-based PIO should be used only if the media is on campus and the district PIO is not available.</p> <p>News media can play a key role in assisting the school in getting emergency/disaster-related information to the public (parents).</p> <p>Information released must be consistent, accurate, and timely.</p>
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Determine a possible “news center” site as a media reception area (located away from the Command Post and students). Get approval from the Incident Commander.▪ Identify yourself as the PIO (by vest, visor, sign, etc.)▪ Consult with the district PIO to coordinate information release.▪ Assess the situation and obtain a statement from the Incident Commander. Tape record it if possible.▪ Advise arriving media that the site is preparing a press release and the approximate time of its issue.▪ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.



COMMAND SECTION: PUBLIC INFORMATION OFFICER (PIO) (CONTINUED)

OPERATIONAL DUTIES:

- Keep up to date on the situation.
- Statements must be approved by the Incident Commander and should reflect:
 - ◆ Reassurance (EGBOK— “Everything’s going to be OK.”)
 - ◆ Incident or disaster cause and time of origin.
 - ◆ Size and scope of the incident.
 - ◆ Current situation—condition of school site, evacuation progress, care being given, injuries, student release location, etc. Do not release any names.
 - ◆ Resources in use.
 - ◆ Best routes to the school, if known and if appropriate.
 - ◆ Any information the school wishes to be released to the public.
- **Read** statements if possible.
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid using the phrase “no comment.”
- Remind school staff and volunteers to refer *all* questions from the media or waiting parents to the PIO.
- Update information periodically with the Incident Commander.
- Ensure that announcements and other information are translated into other languages as needed.
- Monitor news broadcasts about the incident. Correct any misinformation heard.

CLOSING DOWN:

- At the Incident Commander’s direction, release PIO staff when they are no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

SECTION: COMMAND PUBLIC INFORMATION OFFICER (PIO) (CONTINUED)

**EQUIPMENT/
SUPPLIES:**

- Public information kit consists of:
 - ◆ ID vest
 - ◆ Battery-operated AM/FM radio
 - ◆ Paper/pencils/marketing pens
 - ◆ Scotch tape/masking tape
 - ◆ Scissors
 - ◆ School site map(s) and area maps
 - 8-1/2 x 11 handouts
 - Laminated poster board size for display
- Forms:
 - ◆ Disaster Public Information Release Work Sheet
 - ◆ Sample Public Information Release
 - ◆ School Profile or School Accountability Report Card (SARC)



COMMAND SECTION: LIAISON OFFICER

RESPONSIBILITIES:	The Liaison Officer serves as the point of contact for agency representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Incident Commander for a situation briefing. ▪ Determine your personal operating location and set it up as necessary. ▪ Obtain the necessary equipment and supplies from Logistics. ▪ Put on a position identifier, such as a vest, if available. ▪ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Brief agency representatives on the current situation, priorities, and incident action plan. ▪ Ensure coordination of efforts by keeping the Incident Commander informed of agencies' action plans. ▪ Provide periodic update briefings to agency representatives as necessary.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping. ▪ Return equipment and reusable supplies to Logistics. ▪ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Vest or position identifier, if available ▪ Two-way radio, if available ▪ Clipboard, paper, pens



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OPERATIONS SECTION: OPERATIONS SECTION CHIEF

RESPONSIBILITIES:

The Operations Chief manages the direct response to the disaster, which can include:

- Site Facility Check/Security
- Search and Rescue
- Medical
- Student Care
- Student Release

START-UP ACTIONS:

- Check in with the Incident Commander for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.

OPERATIONAL DUTIES:

- Assume the duties of all operations positions until staff are available and assigned.
- As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.
- If additional supplies or staff are needed for the Operations Section, notify Logistics. When additional staff arrive, brief them on the situation, and assign them as needed.
- Coordinate search and rescue operations if it is safe to do so. Appoint an S&R Team Leader to direct operations, if necessary.
- As information is received from operations staff, pass it on to situation analysis and/or the Incident Commander.
- Inform the Planning Section Chief of operations tasks and priorities.
- Make sure that operations staff are following standard procedures, using appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign staff within the section as needed.

**OPERATIONS SECTION: OPERATIONS SECTION CHIEF** (CONTINUED)**CLOSING DOWN:**

- At the Incident Commander's direction, release Operations staff no longer needed. Direct staff members to sign out through Timekeeping.
- Return equipment and reusable supplies to Logistics.
- When authorized by the Incident Commander, deactivate the section and close out all logs. Provide logs and other relevant documents to the Documentation Unit.

**EQUIPMENT/
SUPPLIES:**

- Vest or position identifier, if available
- S&R equipment
- Two-way radio
- Job description clipboard, paper, pens
- Maps:
 - ◆ Search and rescue maps
 - ◆ Large campus map



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OPERATIONS SECTION: SITE FACILITY CHECK/SECURITY

PERSONNEL:	Staff as assigned. Work in pairs.
RESPONSIBILITIES:	Take no action that will endanger yourself.
START UP ACTIONS:	<ul style="list-style-type: none">▪ Wear hard hat and orange identification vest, if available.▪ Take appropriate tools, job description clipboard, and radio.▪ Put batteries in flashlight if necessary.
OPERATIONAL DUTIES:	<p>As you complete the following tasks, observe the campus and report any damage by radio to the Command Post.</p> <p>☞ Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</p> <ul style="list-style-type: none">▪ Lock gates and major external doors.▪ Locate, control and extinguish small fires as necessary.▪ Check gas meter and, <i>if gas is leaking</i>, shut down the gas supply.▪ Shut down electricity only if building has clear structural damage or advised to do so by Command Post.▪ Post yellow caution tape around damaged or hazardous areas.▪ Verify that the campus is “locked down” and report the same to the Command Post.▪ Advise the Command Post of all actions taken for information and proper logging.▪ Be sure that the entire campus has been checked for safety hazards and damage.▪ No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life-safety.▪ Route fire, rescue, and police, as appropriate.▪ Direct all requests for information to the Public Information Officer.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Return equipment and reusable supplies to Logistics.▪ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.



OPERATIONS SECTION: SITE FACILITY CHECK/SECURITY (CONTINUED)

**EQUIPMENT/
SUPPLIES:**

- Vest, hard hat, work gloves, and whistle.
- Campus two-way radio, master keys, and clipboard with job description.
- Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools—for gas and water (crescent wrench)



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OPERATIONS SECTION: SEARCH AND RESCUE TEAM LEADER

SAFETY RULES:

Use the buddy system: Assign a minimum of 2 persons to each team.

Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. **Follow all operational and safety procedures.**

START-UP ACTIONS:

- Obtain all necessary equipment from container. (See list below.)
- Obtain a briefing from Operations Chief, noting known fires, injuries, or other situations requiring response.
- Assign teams based on available manpower, minimum 2 persons per team.

OPERATIONAL DUTIES:

- Perform a visual and radio check of the outfitted team leaving the Command Post. Teams must wear sturdy shoes and safety equipment.
- Record names and assignments before deploying teams.
- Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- Remain at the Command Post in radio contact with S&R Teams.
- Record all teams' progress and reports on the site map, keeping others at the Command Post informed of problems. When a room is reported clear, mark a "C" on the map.
- If injured students are located, consult the Operations Section Chief for response. Utilize Transport teams, or send a First Aid Team.
- Record the exact location of damage and a triage tally (I=immediate, D=delayed, DEAD=dead) on the map.
- Keep radio communication brief and simple. No codes.

☞ **Remember:** if you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.

CLOSING DOWN:

- Record the return of each S&R team. Direct them to return equipment and report to Logistics for additional assignment.
- Provide maps and logs to the Documentation Unit.



OPERATIONS SECTION: SEARCH AND RESCUE TEAM LEADER (CONTINUED)

**EQUIPMENT/
SUPPLIES:**

- Vest, hard hat, work and latex gloves, and whistle with master keys on lanyard. One team member should wear a first aid backpack.
- Campus two-way radio and clipboard with job description and map indicating the search plan.
- Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

OPERATIONS SECTION: SEARCH AND RESCUE TEAMS

SAFETY:	<p>Use the buddy system: Ensure tat each team has been assigned a minimum of 2 persons.</p> <p>Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.</p> <p>Follow all operational and safety procedures.</p>
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain all necessary equipment from the container. (See list below.) You must wear sturdy shoes and long sleeves. Put batteries in the flashlight.▪ Check in at the Command Post for assignment.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Report gas leaks, fires, or structural damage to the Command Post immediately upon discovery. Shut off gas or extinguish fires if possible.▪ Before entering a building, inspect the complete exterior of the building. Report structural damage to the team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings. If you are in doubt about your safety, DO NOT ENTER!▪ If the building is safe to enter, search the assigned area (following the map) using an orderly pattern. Check all rooms. Use chalk or grease pencil to mark a slash on the door when entering a room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, complete the slash to form an "X" on the door. Report by radio to the Command Post that room has been cleared (e.g. "Room A-123 is clear."). <p>☞ Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</p> <ul style="list-style-type: none">▪ When an injured victim is located, transmit the location, number, and condition of the injured to the Command Post. Do not use names of students or staff. Follow directions from the Command Post.▪ Record the exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) on the map and report the information to the Command Post.▪ Keep radio communication brief and simple. Do not use codes.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Return equipment to Logistics. Provide maps and logs to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Vest, hard hat, work and latex gloves, and whistle with master keys on a neck lanyard. One member of the team should wear a first aid backpack.▪ Campus two-way radio and clipboard with job description and map indicating the search plan.▪ Bucket or duffel bag containing goggles, flashlight, dust masks, pry bar, grease pencil, pencils, duct tape, and masking tape.



OPERATIONS SECTION: MEDICAL TEAM LEADER

RESPONSIBILITIES:	The Medical Team Leader is responsible for providing emergency medical response, first aid, and counseling. He or she informs the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide and ensures that appropriate actions are taken in the event of deaths.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Establish scope of disaster with the Incident Commander and determine probability of outside emergency medical support and transport needs. ▪ Make personnel assignments. If possible, assign a minimum of two people to triage, two to immediate treatment, two to delayed treatment, and two to psychological treatment. ▪ Set up a first aid area in a safe place (upwind from the emergency area if the emergency involves smoke or hazardous materials), away from students and parents, with access to emergency vehicles. Obtain equipment and supplies from the storage area. ▪ Assess available inventory of supplies and equipment. ▪ Review safety procedures and assignments with personnel. ▪ Establish a point of entry (“triage”) into the treatment area. ▪ Establish “immediate” and “delayed” treatment areas. ▪ Set up a separate psychological first aid area if staff levels are sufficient.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Oversee the assessment, care, and treatment of patients. ▪ Ensure caregiver and rescuer safety: Ensure that they use latex gloves for protection from body fluids and new gloves for each new patient. ▪ Make sure that accurate records are kept. ▪ Provide personnel to respond to injuries in remote locations or request a Transport Team from Logistics. ▪ If needed, request additional personnel from Logistics. ▪ Brief newly assigned personnel. ▪ Report deaths immediately to the Operations Section Chief. ▪ Keep the Operations Section Chief informed of the overall status. ▪ Set up a morgue, if necessary, in a cool, isolated, secure area; follow the guidelines established in the plan. ▪ Stay alert for communicable diseases and isolate appropriately. ▪ Consult with the Student Care Director regarding health care, medications, and meals for students with known medical conditions (e.g., diabetes, asthma, etc.).



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OPERATIONS SECTION: MEDICAL TEAM LEADER (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ At the Incident Commander's direction, release medical staff who are no longer needed. Direct staff members to sign out through Timekeeping.▪ Return equipment and reusable supplies to Logistics.▪ When authorized by the Incident Commander, deactivate the section and close out all logs. Provide the logs and other relevant documents to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ First aid supplies. (See the list on the following page.)▪ Job description clipboards▪ Stretchers▪ Vests, if available▪ Tables and chairs▪ Staff and student medication from the Health Office▪ Forms:<ul style="list-style-type: none">◆ Notice of First Aid Care◆ Medical Treatment Victim Log▪ Masking tape▪ Marking pens▪ Blankets▪ Quick reference medical guides▪ Ground cover/tarps

**OPERATIONS SECTION: MEDICAL TEAM LEADER (CONTINUED)****Recommended First Aid Supplies:**

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each of sm, med, lg.
- Steri-strips or butterfly bandages: 50/campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Neosporin: 144 squeeze packs/campus
- Hydrogen peroxide: 10 pints/campus
- Bleach: 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus
2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pair



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OPERATIONS SECTION: MEDICAL TEAM

PERSONNEL:	First-aid trained staff and volunteers
RESPONSIBILITIES:	Use approved safety equipment and techniques.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain and wear personal safety equipment including latex gloves.▪ Check with the Medical Team Leader for assignment.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Administer appropriate first aid.▪ Keep accurate records of care given.▪ Continue to assess victims at regular intervals.▪ Report deaths immediately to the Medical Team Leader.▪ If and when transportation is available, do a final assessment and document on the triage tag. Keep and file records for reference—do not send any records with the victim.▪ A student's emergency card must accompany each student removed from campus to receive advanced medical attention. Send an emergency out-of-area phone number, if available. <p>Triage Entry Area:</p> <p>The triage area should be staffed with a minimum of two trained team members, if possible.</p> <ul style="list-style-type: none">▪ One member confirms the triage tag category (red, yellow, green) and directs to the proper treatment area. Should take 30 seconds to assess—no treatment takes place here. Assess if not tagged.▪ Second team member logs victims' names on form and sends the forms to the Command Post as completed. <p>Treatment Areas ("Immediate and Delayed")</p> <p>Treatment areas should be staffed with a minimum of two team members per area, if possible.</p> <ul style="list-style-type: none">▪ One member completes secondary head-to-toe assessment.▪ Second member records information on the triage tag and on-site treatment records.▪ Follow categories: Immediate, Delayed, Dead <p>☞ When using the two-way radio, do not use the names of the injured or dead.</p>



OPERATIONS SECTION: MEDICAL TEAM (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none"> ▪ Return equipment and unused supplies to Logistics. ▪ Clean up first aid area. Dispose of hazardous waste safely. ▪ Complete all paperwork and turn it in to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ First-aid supplies (See the list on the following page.) ▪ Job description clipboards ▪ Stretchers ▪ Vests, if available ▪ Tables and chairs ▪ Staff and student medication from health office ▪ Forms: <ul style="list-style-type: none"> ◆ Notice of First Aid Care ◆ Medical Treatment Victim Log ▪ Marking pens ▪ Blankets ▪ Quick reference medical guides ▪ Ground cover/tarps



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

OPERATIONS SECTION: MEDICAL BRANCH MORGUE

PERSONNEL:	To be assigned by the Operations Section Chief if needed.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check with the Operations Section Chief for direction.▪ If directed, set up a morgue area. Verify:<ul style="list-style-type: none">◆ Tile, concrete, or other cool floor surface◆ Accessible to Coroner's vehicle◆ Remote from the assembly area◆ Security: Keep unauthorized persons out of the morgue.◆ Maintain a respectful attitude.
OPERATIONAL DUTIES:	<p>After pronouncement or determination of death:</p> <ul style="list-style-type: none">▪ <i>Confirm that the person is actually dead.</i>▪ <i>Do not</i> move the body until directed by the Command Post.▪ <i>Do not</i> remove any personal effects from the body. Personal effects must remain with the body <i>at all times.</i>▪ As soon as possible, <i>notify the Operations Section Chief</i>, who will notify the Incident Commander, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. Law enforcement personnel will notify the Coroner.▪ Keep accurate records and make them available to law enforcement and/or the Coroner when requested.▪ Write the following information on two tags:<ul style="list-style-type: none">◆ Date and time found.◆ Exact location where found.◆ Name of decedent if known.◆ If identified—how, when, by whom.◆ Name of person filling out tag.▪ Attach one tag to body.▪ If the Coroner's Office will not be able to pick up the body soon, place the body in a plastic bag and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move the body to the morgue.▪ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.

**OPERATIONS SECTION: MEDICAL BRANCH MORGUE** (CONTINUED)**CLOSING DOWN:**

- After all bodies have been picked up, close down the Morgue.
- Return equipment and unused supplies to Logistics.
- Clean up the area. Dispose of hazardous waste safely.
- Complete all paperwork and turn in to the Documentation Unit.

**EQUIPMENT/
SUPPLIES:**

- Tags
- Pens/pencils
- Plastic trash bags
- Duct tape
- Vicks VapoRub
- Plastic tarps
- Stapler
- 2" cloth tape



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

OPERATIONS SECTION: STUDENT CARE

PERSONNEL:	Classroom teachers, substitute teachers, and staff as assigned.
RESPONSIBILITIES:	Ensure the care and safety of all students on campus except those who are in the medical treatment area.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Wear an identification vest, if available.▪ Take a job description clipboard and radio.▪ Check in with the Operations Section Chief for a situation briefing.▪ Make personnel assignments as needed.▪ If evacuating:<ul style="list-style-type: none">◆ Verify that the assembly area and routes to it are safe.◆ Count or observe the classrooms as they exit, to make sure that all classes evacuate.◆ Initiate the set-up of portable toilet facilities and hand-washing stations.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Monitor the safety and well-being of the students and staff in the assembly area.▪ Administer minor first aid as needed.▪ Support the Student Release process by releasing students with the appropriate paperwork.▪ When necessary, provide water and food to students and staff.▪ Make arrangements for portable toilets if necessary, ensuring that students and staff wash their hands thoroughly to prevent disease.▪ Make arrangements to provide shelter for students and staff.▪ Arrange activities and keep students reassured.▪ Update records of the number of students and staff in the assembly area (or in the buildings).▪ Direct all requests for information to the PIO.

**OPERATIONS SECTION: STUDENT CARE** (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ Return equipment and reusable supplies to Logistics.▪ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Vest▪ Clipboard with job description▪ Ground cover, tarps▪ First aid kit▪ Student activities: books, games, coloring books, etc.▪ Forms:<ul style="list-style-type: none">◆ Student Accounting◆ Notice of First Aid Care▪ Campus two-way radio▪ Water, food, sanitation supplies



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

OPERATIONS SECTION: STUDENT RELEASE

PERSONNEL:	School secretary, available staff and disaster volunteers. Use a buddy system. The Student Release process is supported by student runners.
RESPONSIBILITIES:	Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain and wear a vest or position identifier, if available.▪ Check with the Operations Section Chief for assignment to the Request Gate or Release Gate.▪ Obtain necessary equipment and forms from Logistics.▪ Secure the area against unauthorized access. Mark the gates with signs.▪ Set up the Request Gate at the main student access gate. Use alphabetical grouping signs to organize parent requests.▪ Have Student Release Forms available for parents outside of the fence at the Request Gate. Assign volunteers to assist.▪ Set up the Release Gate some distance from the Request Gate.
OPERATIONAL DUTIES:	<p>Follow the procedures outlined below to ensure the safe reunification of students with their parents or guardians:</p> <ul style="list-style-type: none">▪ Refer all requests for information to the POI. Do not spread rumors!▪ If volunteers arrive to help, send those with Disaster Volunteer badges with photo ID to Logistics. If they are not registered (i.e., do not have badges), direct them to a branch library to register.
PROCEDURES:	<ul style="list-style-type: none">▪ The requesting adult fills out a Student Release Form, gives it to a staff member, and shows identification.▪ The staff member verifies the identification, pulls the Emergency Card from the file, and verifies that the requester is listed on the card.▪ The staff member instructs the requester to proceed to the Release Gate.▪ If there are two copies of the Emergency Cards (one at each gate), staff files the Emergency Card in the out box. If there is only one copy, a runner takes the card with the Student Release Form, and staff files a blank card with the student's name on it in the out box.▪ The runner takes the form(s) to the designated classroom. <p>☞ Note: If a parent refuses to wait in line, don't argue. Note the time with appropriate comments on the Emergency Card and place it in the out box.</p>

**OPERATIONS SECTION: STUDENT RELEASE (CONTINUED)****If the student is with the class:**

- Runner shows the Student Release Form to the teacher.
- The teacher marks the box, *"Sent with Runner."*
- If appropriate, the teacher sends the parent copy of the First Aid Form with the runner.
- The runner walks the student(s) to the Release Gate.
- The runner hands the paperwork to release personnel.
- Release staff match the student to the requester, verify proof of identification, ask the requester to fill out and sign the lower portion of Student Release Form, and release the student. Parents are given the Notice of First Aid Care Given, if applicable.

If the student is not with the class:

- The teacher makes the appropriate notation on the Student Release Form:
 - ◆ *"Absent"* if the student was never in school that day.
 - ◆ *"First Aid"* if the student is in the Medical Treatment area.
 - ◆ *"Missing"* if the student was in school but now cannot be located.
- The runner takes Student Release Form to the Command Post.
- The Command Post verifies the student's location if known and directs the runner accordingly.
- If the runner is retrieving multiple students and one or more are missing, the runner walks the available students to the Release Gate before returning "Missing" forms to the Command Post for verification.
- The parent should be notified of the missing student's status and escorted to a crisis counselor.
- If the student is in First Aid, the parent should be escorted to the Medical Treatment Area.
- If the student was marked absent, the parent will be notified by a staff member.



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

OPERATIONS SECTION: STUDENT RELEASE (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ At the direction of the Operations Section Chief, return equipment and unused supplies to Logistics.▪ Complete all paperwork and turn it in to the Documentation Unit.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Job description clipboards▪ Pens, stapler▪ Box(es) of Emergency Cards▪ Signs to mark Request Gate and Release Gate▪ Signs for alphabetical grouping to organize the parents (A-F, etc.)▪ Empty file boxes to use as out boxes▪ Student Release Form (copies for every student)



PLANNING SECTION: PLANNING SECTION CHIEF

RESPONSIBILITIES:	This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Incident Commander for a situation briefing. ▪ Obtain necessary equipment and supplies from Logistics. ▪ Put on a position identifier, such as a vest, if available.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Assume the duties of all Planning Section positions until staff is available and assigned. ▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists. ▪ Assist the Incident Commander in writing action plans.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ At the Incident Commander's direction, deactivate the section and close out all logs. ▪ Verify that the closing tasks of all Planning Section positions have been accomplished. ▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Two-way radio ▪ File box(es) ▪ Dry-erase pens ▪ Large site map of campus, laminated or covered with Plexiglas ▪ Forms: <ul style="list-style-type: none"> ◆ Emergency Time/Situation Report ◆ Sample Log ◆ Student Accounting Form ▪ Paper, pens ▪ Job description clipboard ▪ Tissues



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

PLANNING SECTION: DOCUMENTATION

RESPONSIBILITIES:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

START-UP ACTIONS:

- Check in with the Planning Section Chief for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.
- Determine whether there will be a Finance/Administration Section. If there is none, **the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel timekeeping records.**

OPERATIONAL DUTIES:

Records:

- Maintain a time log of the incident, noting all actions and reports. (See the sample log in Appendix G.)
 - Record content of all radio communication with the district Emergency Operations Center (EOC).
 - Record verbal communication for basic content.
 - Log in all written reports.
 - File all reports for reference (file box).
- ☞ **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.

Student and Staff Accounting:

- Receive, record, and analyze Student Accounting forms.
- Check off staff roster. Compute the number of students, staff, and others on campus for Situation Analysis. Update periodically.
- Report missing persons and site damage to the Command Post.
- Report first aid needs to the Medical Team Leader.
- File forms for reference.

**PLANNING SECTION: DOCUMENTATION** (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ Collect and file all paperwork and documentation from deactivating sections.▪ Securely package and store these documents for future use.▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Two-way radio▪ File box(es)▪ Forms:<ul style="list-style-type: none">◆ Emergency Time/Situation Report◆ Student Accounting Form◆ Sample Log▪ Paper, pens▪ Job description clipboard



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

PLANNING SECTION: SITUATION ANALYSIS

RESPONSIBILITIES:

This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

START-UP ACTIONS:

- Check in with Planning Section Chief for a situation briefing.
- Obtain necessary equipment and supplies from Logistics.
- Put on a position identifier, such as a vest, if available.

OPERATIONAL DUTIES:

Situation Status (Map):

- Collect, organize and analyze situation information.
- Mark the site map appropriately as related reports are received, including but not limited to S&R reports and damage updates, giving a concise picture of the status of the campus.
- Preserve the map as a legal document until it is photographed.
- Use an area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:

- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the Command Post to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.
- **Report only to Command Post personnel. Refer all other requests to the PIO.**

CLOSING DOWN:

- Close out all logs and turn all documents in to Documentation.
- Return equipment and reusable supplies to Logistics.



PLANNING SECTION: SITUATION ANALYSIS (CONTINUED)

**EQUIPMENT/
SUPPLIES:**

- Two-way radio
- Paper, pens, dry-erase pens, tissues
- Job description clipboards
- Large site map of campus, laminated or covered with Plexiglas
- File box(es)
- Map of county or local area



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

LOGISTICS SECTION: LOGISTICS SECTION CHIEF

RESPONSIBILITIES:	The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Open the supplies container or other storage facility.▪ Put on position identifier, such as a vest, if available.▪ Begin distribution of supplies and equipment as needed.▪ Ensure that the Command Post and other facilities are set up as needed.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Assume the duties of all Logistics positions until staff is available and assigned.▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.▪ Coordinate supplies, equipment, and personnel needs with the Incident Commander.▪ Maintain security of the cargo container, supplies and equipment.
CLOSING DOWN:	<ul style="list-style-type: none">▪ At the Incident Commander's direction, deactivate the section and close out all logs.▪ Verify that closing tasks of all Logistics positions have been accomplished. Secure all equipment and supplies.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Two-way radio▪ Job description clipboard▪ Paper, pens▪ Cargo container or other storage facility and all emergency supplies stored on campus▪ Clipboards with volunteer sign-in sheets▪ Forms:<ul style="list-style-type: none">◆ Inventory of emergency supplies on campus◆ Site Status Report◆ Communications Log◆ Message forms



LOGISTICS SECTION: SUPPLIES/FACILITIES

RESPONSIBILITIES:	This unit is responsible for providing facilities, equipment, supplies, and materials in support of the incident.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Logistics Section Chief for a situation briefing. ▪ Open the supplies container or other storage facility if necessary. ▪ Put on a position identifier, such as a vest, if available. ▪ Begin distribution of supplies and equipment as needed. ▪ Set up the Command Post.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Maintain security of the cargo container, supplies and equipment. ▪ Distribute supplies and equipment as needed. ▪ Assist team members in locating appropriate supplies and equipment. ▪ Set up the Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ At the Logistic Chief's direction, receive all equipment and unused supplies as they are returned. ▪ Secure all equipment and supplies.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Two-way radio ▪ Job description clipboard ▪ Paper, pens ▪ Cargo container or other storage facility and all emergency supplies stored on campus ▪ Form: Inventory of emergency supplies on campus



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

LOGISTICS SECTION: STAFFING

RESPONSIBILITIES:	This unit is responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Logistics Section Chief for a situation briefing.▪ Put on a position identifier, such as a vest, if available.▪ Open three logs to list staff, volunteers, and students who are awaiting assignment.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Deploy personnel as requested by the Incident Commander.▪ Sign in volunteers, making sure that volunteers are wearing their ID badges and are on the site disaster volunteer list. Unregistered volunteers should be sent to the city library to register.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Ask volunteers to sign out.▪ At the Logistic Section Chief's direction, close out all logs and turn them in to Documentation.▪ Return all equipment and supplies.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Two-way radio▪ Job description clipboard▪ Paper, pens▪ Cargo container or other storage facility and all emergency supplies stored on campus▪ Clipboards with volunteer sign-in sheets▪ Forms:<ul style="list-style-type: none">◆ Inventory of emergency supplies on campus◆ List of registered disaster volunteers



LOGISTICS SECTION: COMMUNICATIONS

RESPONSIBILITIES:	This unit is responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.
PERSONNEL:	<ul style="list-style-type: none"> ▪ A school staff member with a campus two-way radio, supported by student or disaster volunteer runners, and ▪ A disaster volunteer who is a qualified amateur radio operator.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Set up the Communications station in a quiet location with access to the Command Post. ▪ Turn on radios and advise the Command Post when ready to accept traffic.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Communicate with the district EOC per district procedure. At the direction of the Incident Commander, report the status of students, staff, and campus, using the Site Status Report form. ▪ Receive and write down all communications from the district EOC. ▪ Use runners to deliver messages to the Incident Commander with copies to the Planning Section Chief. ▪ Maintain the Communications Log: date/time/originator/recipient ▪ Follow communications protocol. Do not contact the city directly if the district EOC is available. ▪ Direct the media or the public to the PIO. ▪ Monitor AM/FM radio for local emergency news: KFWB 980 kHz and KNX 1070 kHz.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ Close out all logs, message forms, etc. and turn them over to Documentation. ▪ Return all equipment and unused supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none"> ▪ Two-way radios with spare batteries for each ▪ Job description clipboard ▪ Paper, pens ▪ Table and chairs ▪ AM/FM radio ▪ File boxes, tote tray for outgoing messages ▪ Forms: <ul style="list-style-type: none"> ◆ Site Status Report ◆ Message forms



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

FINANCE/ADMINISTRATION SECTION: FINANCE/ADMINISTRATION SECTION CHIEF

RESPONSIBILITIES:	The Finance/Administration Section is responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. It maintains financial records and tracks and records staff hours.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Incident Commander for a situation briefing.▪ Put on a position identifier, such as a vest, if available.▪ Locate and set up work space.▪ Check in with the Documentation Clerk to collect records and information that relate to personnel timekeeping and/or purchasing.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Assume the duties of all Finance/Administration positions until staff is available and assigned.▪ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
CLOSING DOWN:	<ul style="list-style-type: none">▪ At the Incident Commander's direction, deactivate the section and close out all logs.▪ Verify that the closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Job description clipboard▪ Paper, pens▪ Form: Staff Duty Log

**FINANCE/ADMINISTRATION SECTION: TIMEKEEPING**

RESPONSIBILITIES:	This unit is responsible for maintaining accurate and complete records of staff hours.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Finance/Administration Section Chief for a situation briefing.▪ Put on a position identifier, such as a vest, if available.▪ Locate and set up work space.▪ Check in with the Documentation Clerk to collect records and information which relate to personnel timekeeping.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Meet with the Finance/Administration Section Chief to determine the process for tracking regular and overtime hours of staff.▪ Ensure that accurate records are kept of all staff members, indicating the hours worked.▪ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Close out all logs.▪ Secure all documents and records.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Job description clipboard▪ Paper, pens▪ Form: Staff Duty Log



APPENDIX C: INCIDENT RESPONSE JOB DESCRIPTIONS

SECTION: FINANCE/ADMINISTRATION PURCHASING

RESPONSIBILITIES:	This unit is responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Finance/Administration Section Chief for a situation briefing.▪ Put on a position identifier, such as a vest, if available.▪ Locate and set up work space.▪ Check in with the Documentation Clerk to collect records and information that relate to purchasing.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Meet with the Finance/Administration Section Chief to determine the process for tracking purchases.▪ Support Logistics in making any purchases which have been approved by the Incident Commander.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Close out all logs.▪ Secure all documents and records.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Job description clipboard▪ Paper, pens